

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **YOUTH BUREAU DIRECTOR**

Jurisdictional Class: **Non-Competitive *confidential/policy influencing**
Date Adopted: **June 16 1986**
Date Revised: **01/09/90; 02/14/92; 01/01/98; 3/02; 3/06 MQ's**
Jurisdictions: **County**
Union Status: **Exempt**
Pay Grade: **N/A**

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for administration of County Youth Bureau programs including guidance, counseling, public relations, agency coordination and related business activities. The incumbent is responsible for developing or approving a wide range of delinquency prevention projects and youth services programs. In addition to Bureau initiated projects, the incumbent has administrative control over public and private youth services programs receiving either state or federal funding. The Director creates collaborations between organizations to pool resources in developing new programs. An understanding of Community Mobilizer concepts, CTC Search, ABCD and America's Promise is a must. Director is appointed by and is responsible to the Chairman of the Board of Supervisors. Work is performed in conjunction with the County Youth Board, which functions as an advisory body. Wide latitude is permitted in developing and administering the over-all program. Supervision is exercised over clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and/or enhances programs that serve youth relating to Youth Voice, Youth Empowerment and Leadership.

Prepares or assists in the preparation of applications for State or Federal reimbursements of programs operated or proposed by the Youth Bureau, contract agencies or other public or private groups;

Prepares and supervises the preparation of news and publicity releases, special exhibits and displays, radio announcements, feature stories and other public relations materials related to the program;

Establishes and coordinates training programs, conferences, meetings and workshops for youth personnel and volunteers throughout the County;

Plans and Maintains budgets, allocates expenditures and disbursements and recommends needed appropriations for local youth recreation programs;

Acts as county resource person in areas pertaining to Bureau activities and offers possible solution to problems;

Meets with lay and professional groups to promote program objectives;

Coordinates the utilization of community service and recreation resources and facilities to further program objectives;

Compiles data and prepares reports regarding economic, psychological and sociological conditions of the County as they relate to the problems of juvenile delinquency and Youth Bureau activities. The Baseline data is very important and is key to funding;

Works with participating municipalities and private agencies in developing programs, increasing youth participation, and education of the community relative to delinquency problems and solutions;

Reviews, analyzes and makes recommendations for the creation, expansion or revision of recreation or youth services projects or programs to the participating municipality chief executive or local legislative body;

Last Reviewed: n/a
Last Updated: 01/09/90; 02/14/92; 01/01/98; 3/02; 3/06 MQ's
Reviewed By: n/a
Last Reallocated: n/a

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **YOUTH BUREAU DIRECTOR**

Promotes Youth Bureau activities and assists local divisions in recruitment and training of youth leaders; Acts as liaison between participating municipalities or contracting agencies and the Youth Bureau Board and State Division for Youth.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of psychological and sociological factors underlying juvenile delinquency and person maladjustment; good knowledge of pertinent socioeconomic conditions related to juvenile delinquency; good knowledge of modern methods of maintaining financial and statistical records; good knowledge of modern public relations techniques; ability to plan, coordinate and direct the work of others; ability to plan, promote, oversee and coordinate a comprehensive community wide program of delinquency control and prevention; ability to perform basic research and to prepare detailed reports; ability to meet the public and to address groups effectively; ability to secure the cooperation of others.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered four-year college or university with a Master's degree with organizational and/or administrative experience preferably in the youth program service area which included such responsibilities as program administration, grant writing, budget preparation and/or leading volunteers; **OR**
- (B) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree and a minimum of one (1) year experience in youth program services which included such responsibilities as program administration, grant writing, budget preparation and/or leading volunteers; **OR**
- (C) Graduation from a regionally accredited or New York State college or university with an Associate's degree in Human Development, Human Behavior, Social Science, Business, Economics, Accounting or a least a total of thirty-six (36) credit hours in the aforementioned course areas; and a minimum of three years of experience in youth program services which included such responsibilities as program administration, grant writing, budget preparation and/or leading volunteers; **OR**
- (D) An equivalent combination of experience and training as defined by the limits of (A) through (C) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level New York State Motor Vehicle operator's license with a good driving record.